

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

22. Set Up/Maintain DUNS Numbers and Contractor Types

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| 22.1 | Introduction | This procedure describes how to set up and maintain the identification numbers assigned to vendors by Dun & Bradstreet (i.e., DUNS numbers) that are associated with certain types of contractors such as HBCU/MI vendors. This data is entered via the CSPS “DUNS Number/ Contractor Type Reference Maintenance Screen” (PR009). The data found in the PR009 table will be used for editing SF-281 and CD-409 reports. |
| 22.2 | Who Performs the Procedure | Designated finance and /or procurement personnel will be responsible for entering and maintaining the DUNS Number/Contractor Type information. |
| 22.3 | Initiating the Process | DUNS Number/Contractor Type information is entered when new values need to be established or existing codes need to be changed. |
| 22.4 | How to Perform the Procedure | From the Main Menu, select Maintenance. From the Maintenance menu, select Procurement. From the Procurement menu, select “PR009 - DUNS Maintenance”. Follow the steps below for PR009. |

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- 22.5 Creating a New DUNS Number/ Contractor Type** This procedure describes the steps necessary to create and activate a new DUNS Number/Contractor Type.

PR009 - Duns Number/Contractor Type Reference Maintenance Screen

Status	Duns No	Contractor Type	Name
<input checked="" type="checkbox"/>	123456787	U	HBCU OR MI
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

STEP	ACTION
1.	Click the “Create Record” icon on the toolbar (i.e., the “green plus” icon). A blank record will be created.
2.	In the DUNS NO field, enter the new DUNS number.
3.	In the CONTRACTOR TYPE field, enter the code that indicates the type of vendor.
4.	In the NAME field, enter the name of the vendor.

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STEP	ACTION
5.	In the STATUS field, click the field using the mouse or press the space bar to make the DUNS Number/Contractor Type record active and available for use. If the DUNS Number/Contractor Type should be inactive, leave this field blank.

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- 22.6** **Querying a DUNS Number/ Contractor Type** This procedure describes the steps necessary to query and display one or more DUNS Number/Contractor Type records.

STEP	ACTION
1.	<p>Click the “Enter Query” icon on the toolbar. Any data on the screen will be removed.</p> <p>To retrieve all records in the system, do not enter data in any of the fields.</p> <p>To retrieve only a subset of records, enter the relevant information in the applicable fields to narrow the search. The ‘%’ character can be used in most fields as a wildcard character. For example, to query all records that include an ‘r’, type %r%.</p>
2.	<p>Click the “Execute Query” icon on the toolbar to execute the query. The system will retrieve all records meeting the specified criteria.</p>
3.	<p>Use the “down” and “up” arrows in the toolbar or on the keyboard to view the retrieved records.</p>